



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

WATER SYSTEMS COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To coordinate and administer the City's contracted services relating to storm drains, irrigation, and collections systems. To maintain related records responding to internal/external requests, inquiries and complaints. To provide water system information to internal/external sources and serve as a technical expert and project lead over the flood irrigation group.

Supervision Received and Exercised:

Receives general supervision from the Water Systems Supervisor and Transmission and Collection Administrator.

Exercises oversight of contract staff.

Exercises project lead duties over flood irrigation staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Coordinate and oversee activities of contractors throughout completion of contracted services; maintain accurate and detailed records on the progress of contracted services.
- Assist the Water Systems Supervisor with all aspects of irrigation system administration, operation and maintenance; supervise irrigation staff during absence of Water Systems Supervisor.
- Investigate damage claims resulting from flood irrigation activity.

Effective February 2000

Revised August 2001

Revised April 2002 Certifications

CITY OF TEMPE

Water Systems Coordinator (continued)

- Assist the Transmission and Collections Administrator with the design and implementation of special projects.
- Provide photographic and videotaping services of storm drain, collection and irrigation system components for evaluation by contractors and staff. Ensure required federal guidelines are met.
- Coordinate and perform investigations and inspections of storm drain, wastewater, and irrigation system infrastructure.
- Design, produce, coordinate and maintain PowerPoint presentations for AWPCA training seminars and staff.
- Establish and maintain a computer-based operation and maintenance program for the City's irrigation system.
- Respond to customer requests, inquiries and complaints; design and maintain customer service data on WUD web page as needed.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in water, wastewater, storm drains, and/or irrigation systems.

Experience as a lead worker or supervisor and proficiency with general computer applications is desirable.

Training:

Equivalent to the completion of twelfth grade. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

CITY OF TEMPE

Water Systems Coordinator (continued)

Licenses/Certifications:

May require possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain within 12 months of hire, the Grade I Wastewater Collection and the Grade I Water Distribution Certification issued by the State of Arizona.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 7320

Salary Range: 24

Compensation Plan: P40/Regular

FLSA: Non-Exempt